


RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles 51805		(2) AGENCY BILLING CODE		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION Forms and Accountable Items Section RU012		(5) ADDRESS 2570 24th Street, M/S G202, Sacramento, CA 95818			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER DMV-ASD-003	(10) SCHEDULE DATE 7/20/07	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 347.2	
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 012-DMV-ASD	(14) APPROVAL NUMBER E02-133	(15) APPROVAL DATE(S) 3/26/02	(16) PAGE NUMBER(S) REVISED 2	
(17) MISSION/FUNCTIONAL STATEMENT The Forms and Accountable Items Section is responsible for forms management functions, such as the development and revision of DMV forms; procuring forms, license plates, disabled person placards, validation stickers and related indicia; processing form orders for alcohol treatment program.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Mindy Volpe</i>		(19) TITLE Staff Services Manager II		(20) PHONE NUMBER 657-9928	(21) DATE SIGNED 7/12/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST <i>Kathy Mitchell</i>	(23) CLASSIFICATION AGPA	(24) NAME (Printed or Typed) Kathy Mitchell		(25) PHONE NUMBER 657-4232	(26) DATE SIGNED 7/12/07
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>Jack E. Fort</i>		(28) APPROVAL NUMBER 08-043		(29) DATE SIGNED 2/8/2008	(30) EXPIRATION DATE 2/8/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:				FOR ARCHIVES' STAMP	
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey</i>				(34) DATE SIGNED Feb. 15, 2008	

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(35) CalRIM APPROVAL NUMBER											08-043		(36)	
											PAGE	OF	PAGES	
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS			
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)			
1	210.6		Forms Files: DL,OL,INV,REG,ISD,FO,ADM,DMV,EXEC	P		Current			Current		Up to Managers Discretion (Current until superseded)			
2	34.3		Correspondence-License Plates/Stickers	P		Current			Current		Up to Managers Discretion. Current until no longer needed for reference.			
3	14.5		Obsolete Files	P		active			active		Not vital, are kept for reference only. active until no longer needed for reference.			
4	5.6		Informal Personnel Files	P		active			active		Up to Managers Discretion active until employee is no longer assigned.			
5	70.3		AIMS Unit Reports	P	X	active			active		Up to Managers Discretion. Active until no longer needed for reference.			
6	11.7		AIMS Unit Microfiche files	D	X	active			active		Up to Managers Discretion. active until no longer needed for reference.			
7	.1		Records Management Records Retention Schedule Approval Request & Records Retention Schedule	P		Current			Current		Retain as "current" until superseded. Although revision is required every 5 years by DGS, records retention schedules that are not revised remain in effect but are considered noncurrent.			
8	.1		STD 70:Records Inventory Worksheet	P		Current			Current		Retain as "current" until next inventory			

* Provide total of office and departmental